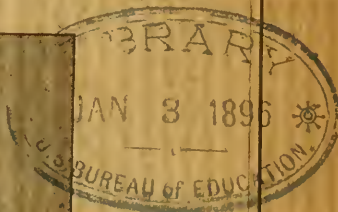


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NINTH ANNUAL REPORT

OF THE

Morristown City Schools



FOR THE YEAR 1895-96.

CHARLES MASON, Superintendent.

BOARD OF EDUCATION :

JAMES G. ROSE, *President.*

H. M. SHERWOOD, *Sec'y & Treas.*

Rev. W. M. VINES,

GEO. S. CROUCH,

J. C. MATHES,

MARION ROBERTS.

MORRISTOWN, TENN.:

PRINTED AT THE GAZETTE BOOK AND JOB OFFICE.

1896.

THE
Ninth Annual Report
OF THE
MORRISTOWN CITY SCHOOLS
FOR THE YEAR 1895-96.

DEPARTMENTS AND TEACHERS.

Primary Department.

MISS L. M. HORTON—First Grade.

MISS LUCY A. HUGHES—Second Grade.

Intermediate Department.

MISS CLARA M. SHERWOOD—Third Grade.

MISS MARY TURLEY—Fourth Grade.

MRS. META T. BUSH—Fifth Grade.

High School Department.

MISS SALLIE F. LOOP—Sixth Grade.

MISS CARRIE SUMMERS—Seventh Grade.

MISS ROZEE A. RANKIN, } Eighth, Ninth and Tenth
SUPT. CHARLES MASON, } Grades.

ANNOUNCEMENT.

The Tenth Annual Session of the MORRISTOWN CITY SCHOOLS will consist of nine scholastic months, beginning on Thursday, Sept. 3, 1896, and continue four months, until December 24, with a holiday vacation till January 4, 1897, on which day the schools will open and continue five months and close.

By order of the Board,

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President's Report.

To the Mayor and Aldermen of the town of Morristown :

GENTLEMEN :—As President of the Board of Education, I herewith submit my report of the Morristown City Schools for the year 1895-96.

During the year in question the schools for the white pupils were conducted by Superintendent Charles Mason and eight teachers, and the schools for the colored pupils were conducted by Prof. J. S. Hill and assistant teachers as during former years. The report of Superintendent Mason is herewith filed as part of this report for the information of your honorable body, and to which your attention is called. The report of the Treasurer, H. M. Sherwood, is also filed as part of this report, which shows the entire cost of the schools for the year just closed to be the sum of \$5,366.24 received from all sources. Of this amount the sum of \$10.16 was carried over from the former scholastic year unexpended, the sum of \$322.05 was received from tuitions paid, the sum of \$2,198.25 was received from the county trustee, and the sum of \$3,000 was received under appropriations made by your honorable body, the sum of \$184.72 from other sources. The credit side of the Treasurer's report shows how this fund was expended, except the sum of \$184.72 yet unexpended.

For the ensuing scholastic year commencing September 3, 1896, the Board of Education has re-elected Superintendent Charles Mason at his former salary, and also

continued the arrangement with Prof. Hill for the benefit of the colored pupils. The Board has elected teachers for the epsuing year as follows :

Primary department—Miss L. M. Horton, first grade ; Miss Lucy A. Hughes, second grade.

Intermediate department—Miss Carrie Summers, third grade ; Miss Emma Hunt, fourth grade ; Mrs. Meta T. Bush, fifth grade.

High school department—Miss Sallie F. Loop, sixth grade ; Miss Mary Turley, seventh grade ; Miss Clara M. Sherwood and Supt. Charles Mason, eighth, ninth and tenth grades.

All of which is respectfully submitted.

JAMES G. ROSE,
President Board of Education.



Superintendent's Report.

To the Board of Education :

GENTLEMEN:—I herewith submit for your inspection my fourth report of the Morristown City Schools, the same being the Ninth Annual Report of said schools. The scholastic year began August 29, 1895, and ended May 15, 1896.

GENERAL STATISTICS FOR THE YEAR 1895-96.

Population of the city.....	4,000
Enumeration from 6 to 21 years old.....:	977
Enumeration of whites, 6 to 21 year old.....	713
Total number of pupils enrolled.....	491
Average number of pupils belonging.....	391.11
Average number of pupils attending.....	376.88
Per cent. of attendance on number belonging.....	96.69
Per cent. of attendance on enrollment.....	70.31
Per cent. of enrollment on enumeration.....	79.76
Total number of days present.....	60,691
Total number of days absent.....	2,544
Total number of days taught.....	177
Total number of tardies.....	55
Total cost of the schools.....\$	5,366.24
Total cost per pupil enrolled.....	9.70
Total cost per pupil belonging.....	12.18
Total cost per pupil attending.....	12.65
Average salary paid teachers.....	463.33 $\frac{1}{2}$
Number of school buildings owned by city.....	1
Number of settings.....	576
Value of school building.....\$	16,660.00
Value of school lot.....	3,833.00
Value of furniture.....	1,560.00
Total value of school property.....	22,053.00

STATISTICAL TABLE.

DEPARTMENTS AND TEACHERS.		GRADES.		TOTAL NO. ENROLLED.		Days Present.	Days Absent.	Number of Tardies.	Average Number Belonging.	Av'rg Daily Attend'c.	Per cent. of Attendance.	Per cent. of Tardiness.	Visitors.	
		Boys.	Girls.	Total.										
PRIMARY DEPARTMENT.														
MISS LEVA M. HORTON.....				68	62	130	12906	827	20	77.59	72.91	93.96	0007	72
MISS LUCY A. HUGHES.....				28	27	55	6733	458	8	40.62	38.04	93.64	0005	56
INTERMEDIATE DEPARTMENT.														
MISS CLARA M. SHERWOOD.....				23	31	54	6727	234	2	39.32	38.00	96.64	0001	42
MISS MARY TURLEY.....				31	43	74	9765	385	3	57.34	55.17	96.21	0001	24
MRS. META T. BUSH.....				34	27	61	8470	210	6	49.04	47.85	97.57	0003	20
HIGH SCHOOL DEPARTMENT.														
MISS SALLIE F. LOOP.....				18	20	38	5356	166	4	31.2	30.25	96.95	0003	77
MISS CARRIE SUMMERS.....				17	22	39	4770	111	5	27.57	26.95	97.75	0005	22
MISS ROZEE A. RANKIN.....				15	25	40	5964	153	7	34.56	33.69	97.48	0005	84
CHARLES MASON, Sup't.....														
Totals.....				234	257	491	60691	2544	55	357.24	342.86	95.97	0004	397
Comparative Table for Eight Years.														
1888-9.....				169	179	348	36092	4016	2548	251	221	88	031	
1889-90.....				207	192	399	39301	4357	1971	271	244	97	022	
1890-91.....				247	229	476	45498	5835	3423	318	281	88	033	
1891-92.....				234	253	487	53303	4220	1076	335	314	93	009	
1892-93.....				229	263	492	58670	3963	333	355.87	333.33	93.66	0028	
1893-94.....				260	271	531	67561	3530	152	403.93	383.87	95.03	001	
1894-95.....				268	268	536	66713	2529	74	391.11	376.88	96.69	0005	
1895-96.....				234	257	491	60691	2544	55	357.24	342.86	95.97	0004	

ENROLLMENT.

The number enrolled for the present session is somewhat below that of the previous year. This decrease is due in part to the excitement caused by the presence of diphtheria in several families during the fall term. Although of a mild type, yet the impression made upon the people was almost as injurious to the patronage of the school as if the disease had been of the most virulent form.

The prevalence of measles during the second term was another great hindrance. At times the enrollment was reduced over fifty per cent. in some grades.

You will notice by the statistical table that the number enrolled is becoming more evenly distributed through the various grades. The third and fourth grades are gradually being relieved of their crowded condition. The first grade, and the High School grades have been gaining numbers, the former from local patronage, the latter from a greater number of tuition pupils, and a general sentiment, growing, on the part of pupils to complete the course and take higher education. As an evidence of the latter I call your attention to the number in the graduating class of the present session. While the outlook is favorable from one standpoint, from another it is not. We are not drawing the patronage from the town the school should have. Some of the citizens have no regard for the best interests of their children and certainly none for the city. Children may attend or not, just as the inclination strikes them, parents do not insist upon their attendance. We close this session with 300 on the roll for examination.

ATTENDANCE AND TARDINESS.

The attendance like the enrollment has been largely affected by the prevalence of contagious diseases in the city. The per cent. is 96, a falling of nearly one per

cent. below the preceding session. The first grade suffered more from irregularity of attendance than any other, especially while the measles held sway over the children. All the grades suffered more or less during this epidemic.

Pupils giving absences without satisfactory reasons presented to the teachers are required to put in extra time as in the previous session.

The number of tardies has decreased a fraction over 25 per cent. As stated in last year's report the greatest number is in the first grade. I trust we may reach the point when all will be confined to this grade. The higher grades should not have any, if proper training is given in the lower grades.

DISCIPLINE.

The order throughout the school has improved, and the sentiment to obey the requests of the teachers has acquired strength. Some trouble has arisen in the higher grades, in nearly every case from pupils not accustomed to attending the public schools, always from those not under proper discipline at home.

No permanent suspensions have been made during the session except for continued absence without satisfactory excuse. Only one was suspended for misconduct, restored within the month.

There has been some tendency toward keeping pupils, as a punishment, after the regular time for dismissal. This seems to me detrimental to the best interests of the child and the general welfare of the school. However, the practice is becoming less frequent, I am glad to say.

TEACHERS' MEETINGS.

The several meetings held at the opening of school were very encouraging, and we hoped to continue the study, but from various causes we finally ceased holding

any regular meetings. At intervals, as the interests of the school demanded, we met in special session.

The meetings are of vital importance. In the future we hope to make it part of the school work, not only in matters of discipline, but in methods of instruction in the various branches.

LIBRARY.

The fund for this purpose was exhausted last session in the final settlement of bills for books.

We have received between thirty and forty volumes by contribution. Then fifteen volumes of bound Magazines have been added, for which we owe about \$14.00 for binding.

From the proceeds of the entertainment given May 14, 1896, we realized \$62.50. After all bills have been settled there will remain a balance of nearly fifty dollars.

The interest of the pupils for reading matter increases each year. This session the number of times books have been borrowed has amounted to 1380. Of this the teachers have taken out 385, the pupils 995.

We should have a regular fund set apart each year for the maintenance of this department of our schools.

As in the preceding year the teachers subscribed for quite a number of standard periodicals for use in the library.

VOCAL MUSIC.

The teachers entered into this work with enthusiasm at the beginning of the session. Had a series of books been adopted the study would now be a part of our regular course. I would recommend that books suitable for the study of this branch be adopted at once, or at least before the opening of the session for 1895-96.

VISITORS.

We are always pleased to meet visitors at any time, especially the patrons of the school. Co-operation is the

basis of all good work in teaching children. By having the people become acquainted with the methods of instruction, the relations of pupil and teacher, we will always be enabled to give more effective service.

Visitors have come to us from various points outside of Morristown, and went off well pleased with the conduct of the institution.

We were much gratified to have the Mayor and City Council visit us near the close of the session. To all visitors we extend a cordial welcome.

Whole number of visitors this year is 397.

To the Board of Education for favors bestowed, to the teachers for the kind reception of all suggestions connected with the school, I wish to tender my thanks.

Respectfully submitted, CHAS. MASON.
Superintendent.

ROLL OF HONOR.

First Grade.

Scruggs, Frank.

Second Grade.

Hill, Howard.

Rice, Lynn. Scruggs, Eliza.

Third Grade.

Cole, Mary Belle.

Donaldson, Lea. Holston, Pearl.

Rowe, Mary.

Rippetoe, Floyd. Shell, Eugene.

Wooten, King.

Fourth Grade.

Caton, Cora.

Craig, Donald. Goddard, Lennius.

Pendergrass, Jessie. Scruggs, Abijah.

Fifth Grade.

Johnson, Chas.	Jones, Willie.	Lyle, Homer.
McGimpsey, Frank.	Pendergrass, Ethel.	Scruggs, Fred.
Taylor, Hugh.	Turner, Helen.	

Sixth Grade.

Barnett, Willie.	Brown, Mary K.	Butt, Mattie.
Donaldson, Ollie.	Grigsby, Katie.	Holston, Annie.
Hensley, Leda.	McCrary, Nellie.	Sikes, Stella.

Seventh Grade.

Loop, Chas.	Scruggs, Lula.
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Eighth Grade.

Cummins, Trudie.	Donaldson, Hugh.	Mitchell, Lillie.
Rice, Una.	Wells, Arthur.	

Ninth Grade.

Hoyt, Hattie.	Loop, Stella.	Wells, Nellie.
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Tenth Grade.

Cummins, Hattie.	Wells, Arlone.
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GRADUATES.*1892-93.*

Miss Emma Hunt,	Miss Mabel Sherwood,
Miss Mayme Newman.	

1893-94.

Robert L. Mason,	J. Bruce Hodges,
Marvin M. McFerrin,	Clyde E. Sherwood.

1894-95.

Miss Fannie M. Hickey,	Miss Lizzie M. Long,
Miss Cora B. Hunt,	Miss Nora B. Goodson.

1895-96.

Miss Anna Belle Murphey,	Miss Hattie O. Cummins,
Miss M. Arlone Wells,	Miss Kittie Carriger,
Miss Carrie Taylor,	Miss Jonnie Nelms,
Miss Emma Holley.	
Hillar Larimore,	Earnest M. Darlington,
Joseph H. Ritchie.	

Graduates are entitled to free scholarships in the University of Tennessee.

Treasurer's Report.

To The Board of Education :

I respectfully submit the following financial report for the scholastic year ending May, 1896 :

RECEIPTS.

To amount on hand last report.....	\$	10.16
“ “ from Corporation.....		3,000.00
“ “ “ State and County		2,198.25
“ “ “ Tuition pupils.....		322.05
“ “ “ Other sources.....		20.50
Total.....	\$	5,550.96

DISBURSEMENTS.

By amount paid teachers, etc.....	\$	4,950.00
“ Interest paid.....		53.95
“ Coal, etc.....		182.40
“ Scholastic Census.....		19.54
“ Commissions.....		105.22
“ Miscellaneous		55.13
“ Balance on hand		184.72
Total.....	\$	5,550.96

The above is a correct statement of the receipts and disbursements for the scholastic year ending May, 1896.

Respectfully submitted, this August 18, 1896.

H. M. SHERWOOD.

Treasurer.

Course of Study.

PRIMARY SCHOOL.

FIRST GRADE.

SPELLING AND READING.—Pupils shall be taught to write on board, slate and paper simple words and sentences from chart and McGuffey's Revised First Reader. The sounds of the letters shall also be taught, together with the punctuation marks as they appear in reading lessons, special attention being given to the proper punctuation of words.

NUMBERS.—Pupils shall be taught by the use of objects and the numeral frame to count 100, down and up, 1's, 2's, 5's and 10's, the teacher using every possible combination of numbers from 1 to 10 in performing additions and subtractions to 100. These exercises shall be first oral, then written. Special attention to be devoted to the subject.

WRITING.—This subject is also one of special importance, and shall be taught from the first, in connection with spelling and reading, pupils using long pencils, properly held. Appleton's Tracing No. 1.

LANGUAGE LESSON.—Pupils shall be taught to utter all their words in a clear and distinct voice, writing the principal words which appear in their reading lessons, pointing out the name, words or nouns therein. Barnes' Picture Lessons in English. (Teacher only.) Long's New Revised, No. 1.

GEOGRAPHY.—The general idea in size, direction and position of objects shall be taught, together with the simple natural features in and around Morristown and Hambleton County, moulding table to be used.

DRAWING.—In connection with writing, pupils shall be taught to make vertical, horizontal and oblique lines, and different kinds of angles. Krusi's, No. 1.

MUSIC.—Graded Singer, No. 1.

CALESTHENICS, MORAL INSTRUCTION.

SECOND GRADE.

SPELLING AND READING.—Special attention shall be given to spelling—both oral and written—using the principal words in the reading lessons and others familiar to the pupils. Strict attention shall also be given to the use of capitals, commas, periods, question marks, articulation, etc. McGuffey's Revised Second Reader. Phonics taught in connection with reading.

ARITHMETIC.—Notation and Numeration through five places, with board and slate exercises in addition and subtraction to 20,000. Special attention to be given oral exercises. Multiplication table through six times twelve. Roman Notation to C. White's Elementary.

WRITING.—Pupils are to be taught to use pen and ink, care being taken as to position at desk and holding the pen. New Eclectic, No. 1.

LANGUAGE LESSONS.—The course of the First Grade continued and extended, with pointing out action-words or verbs in reading lessons. Long's New Revised, No. 1.

GEOGRAPHY.—The location of objects in and about the school-room, map-drawing on board and slates, location of objects in and about town, cardinal points of the compass, etc. Sheldon's Elementary Instruction, used by teachers only.

DRAWING.—Work of the First Grade continued, and extended, dividing lines into equal parts, introducing curved lines, etc. Krusi's, No. 2.

MUSIC.—Graded Singer, No. 1.

CALESTHENICS, MORAL INSTRUCTION.

INTERMEDIATE SCHOOL.

THIRD GRADE.

SPELLING AND READING.—McGuffey's Revised Third Reader. The pupils shall be taught carefully to spell and define in their own language as far as possible the

most important words in the reading lessons, pointing out the principal parts of speech, etc. Phonics taught in connection with the reading lessons.

ARITHMETIC.—Notation and Numeration through three periods. Oral and written exercises in addition and subtraction. Multiplication table completed. Roman Notation to M. White's Elementary, Colburn's Mental Arithmetic, used by teachers only.

WRITING.—Course of Second Grade continued and extended. New Eclectic, No. 2.

LANGUAGE LESSONS.—Long's New Revised, No. 2.

GEOGRAPHY.—Eclectic Elementary, to page 55. Map drawing continued, with the use of globes and wall-maps.

DRAWING.—Krusi's Synthetic, No. 3.

MUSIC.—Graded Singer, No. 1.

CALISTHENICS, MORAL INSTRUCTION.

FOURTH GRADE.

SPELLING AND READING.—McGuffey's Revised Fourth Reader. New American Pronouncing Speller, to page 53. Special attention to be given to oral and written spelling in connection with reading lessons. Phonics taught in connection with reading.

ARITHMETIC.—White's Elementary from fractions reviewed and completed. Teachers to formulate numerous practical examples, requiring pupils to give reasons. Colburn's Mental Arithmetic.

WRITING.—Course of Third Grade continued and extended. New Eclectic, No. 3.

LANGUAGE LESSONS.—Knox Heath's Second Book.

GEOGRAPHY.—Eclectic Elementary, reviewed and completed.

DRAWING.—Krusi's Synthetic Series, No. 4.

MUSIC.—Graded Singer, No. 1.

CALISTHENICS, MORAL INSTRUCTION.

FIFTH GRADE.

SPELLING AND READING.—Appleton's Fourth Reader. New American Pronouncing Speller, from page 53 to 98. Phonics taught in connection with reading and spelling.

ARITHMETIC.—White's New Complete, Percentage. Colburn's Mental Arithmetic.

WRITING.—Course of fourth Grade continued and extended. New Eclectic, No. 4.

LANGUAGE LESSONS.—Knox Heath's Second Book.

GEOGRAPHY.—Eclectic complete, to page 61.

DRAWING.—Krusi's Analytic Series, No. 5.

MUSIC.—Graded Singer No. 2.

CALISTHENICS, MORAL INSTRUCTIONS.

HIGH SCHOOL.

SIXTH GRADE.

SPELLING AND READING.—McGuffey's Revised Fifth Reader, History of Tennessee, New American Pronouncing Speller completed.

ARITHMETIC.—White's New Complete to Ratio and Proportion.

WRITING Continued. New Eclectic, No. 5.

LANGUAGE LESSONS.—Knox Heath's Second Book complete.

DRAWING.—Krusi's Analytic Series, No. 6.

DICTATION AND COMPOSITION.

MUSIC.—Graded Singer No. 2.

CALISTHENICS, MORAL INSTRUCTION.

SEVENTH GRADE.

SPELLING.—Words used in daily lessons; Swinton's Word Analysis.

READING.—Irving's Alhambra; Goldsmith's Vicar of Wakefield. Phonics taught in connection with reading and spelling.

WRITING.—New Eclectic, No. 6.

ARITHMETIC.—White's New Complete finished.

U. S. HISTORY.—Eggleston's Second Book.

PHYSIOLOGY.—Steele's Revised.

PHYSICAL GEOGRAPHY.—Maury.

DRAWING.—Krusi's Analytic Series, No. 7.

MUSIC.—Graded Singer, No. 2.

DECLAMATION, ESSAYS, CALISTHENICS, MORAL INSTRUCTION.

EIGHTH GRADE.

SPELLING.—Words used in daily lessons; Swinton's Word Analysis.

READING.—Lady of the Lake; Scott's Ivanhoe.

ALGEBRA.—Wentworth's School.

COMPOSITION AND RHETORIC.—Lockwood.

CIVIL GOVERNMENT.—Macy.

LATIN.—Collar & Daniel (optional.)

DRAWING.—Krusi's Analytic Series No. 8.

WRITING.—Barne's Business Forms Nos. 1. and 2.

DICTATION, COMPOSITION AND DECLAMATION.

MUSIC.—Graded Singer, No. 2.

CALISTHENICS, MORAL INSTRUCTION.

NINTH GRADE.

SPELLING.—Words from the text-books used in the grade.

READING.—Scott's Talisman; Two Great Retreats (Grote & Segur.)

PHONICS.—Taught in connection with spelling and reading.

ALGEBRA.—Wentworth School.

LATIN.—Grammar and Cæsar (optional.)

PHYSICS.—Steele's Revised; Botany.

WRITING.—Barne's Business Forms Nos. 3 and 4.

DRAWING.—Krusi's Perspective No. 10.

ENGLISH LITERATURE.—Shaws; Essays and Declamations.

MUSIC.—Graded Singer, No. 2.

CALISTHENICS, MORAL INSTRUCTION.

TENTH GRADE.

SPELLING.—Words used from the various text-books in the grade.

READING.—Merchants of Venice, Hamlet, Julius Cæsar.

PHONICS.—Taught in connection with reading and spelling.

GENERAL HISTORY.—Swinton's Outlines.

GEOMETRY.—Wentworth's Plane and Solid.

HIGHER ARITHMETIC.—Ray's.

LATIN.—Virgil; Grammar (optional.)

WRITING.—Barne's Business Forms, Nos. 5 and 6.

DRAWING.—Krusi's Perspective, No. 11.

ESSAYS AND DECLAMATIONS.

MUSIC.—Graded Singer No. 2.

CALISTHENICS, MORAL INSTRUCTION.

In the primary and intermediate grades, the Stickney Series may be used as supplemental readers in the second term after the regular readers shall have been completed.

Rates of Tuition for Those Living Outside the Corporation.

Primary department, per month,.....	\$1.50
Intermediate Department, per month, (including 6th grade).....	2.50
High School Department, per month,.....	3.00



RULES AND REGULATIONS

OF

Morristown City Schools.

I.

Daily sessions of the school shall be held from 8:30 o'clock a. m. to 11:30 a. m., and from 1:00 p. m. to 3:30 p. m., and all teachers shall be present thirty minutes before the opening of the schools.

II.

Holidays shall occur every Saturday and Sunday, on Thanksgiving Day. The Christmas holidays shall extend from the Friday preceding the 25th day of December to Monday following New Year's.

III.

Pupils entitled to the privileges of the schools must be within the ages of six and twenty-one years. No pupil shall be admitted into the schools, or allowed to remain in the schools, who may have any contagious disease, or who is of notoriously bad character. And pupils who cannot be classified with some class already formed, shall not be admitted to the schools after the first four weeks.

IV.

No pupil shall be allowed to use tobacco in any form at school or about the school grounds and the use of chewing gum is likewise prohibited.

V.

No pupil shall be allowed to bring to school any pistol, brass-knuckles, sling-shot, or anything of the kind, upon pain of suspension from school until the offense has been acted on by the Board of Education.

VI.

Profane and indecent language will not be tolerated, and any pupil known to be addicted to such vices will not be admitted into the schools, and any pupil who may thoughtlessly or purposely utter such language shall be immediately suspended.

VII.

Eupils are expected and required to be courteous and polite to each other, and respectful in their bearing towards their teachers, to be neat and clean in their dress and to obey cheerfully and promptly all the rules and requirements that may be necessary for the proper government of the schools.

VIII.

Whenever the example of any pupil becomes injurious by reason of indolence, habitual neglect of rules, or any other cause, and the reformation of such pupil seems to be hopeless, the Superintendent may, after having notified the parent or guardian, suspend the pupil from the privileges of the school.

IX.

Pupils dismissed from school are required to go directly home, being subject to the rules of the school while

enroute either to or from school, and any loitering by the way, boisterousness, quarreling, fighting, or disorderly conduct of any kind, will subject them to the discipline of the schools.

X.

Each pupil shall be held responsible for the condition of his books and seat, and the floor in his immediate vicinity; and for any injury or defacement of the building or of the school furniture, the pupil doing the damage shall make payment in full, and failing to do so in ten days, shall be suspended from school and be reinstated only by the action of the Board.

XI.

Every pupil is expected and required to be regular and punctual in attendance upon school duties. Cases of absence must in every case be explained in writing or in person by the parent or guardian, and five cases of tardiness or absence on the part of any pupil, unsatisfactorily accounted for, will inevitably subject the pupil to suspension from school: and such pupil may be reinstated by the Superintendent when sufficient guaranty is given, by the parent or guardian, that such irregularities will not occur again. Requests, also, for the dismissal of any pupil before the close of any daily session must always be in writing or in person, by the parent or guardian.

XII.

No pupil under suspension shall be admitted to any of the rooms of the buildings without the knowledge or consent of the Superintendent.

XIII.

Pupils, parents or guardians having any cause for complaint, real, or supposed, must present the case to

the Superintendent, and if they are not satisfied with his statement or decision, they may appeal to the Board.

XIV.

No pupil after coming to school shall leave the grounds without the consent of the teacher in charge of his grade, sanctioned by the Superintendent.

XV.

Pupils must be supplied with all necessary books, slates, pencils and writing materials required in their respective grades. Failure on the part of the parent or guardian to provide a proper equipment for the pupil will render the dismissal of the pupil necessary.

XVI.

Pupils will not be admitted into the school building earlier than thirty minutes before the general signal for beginning school work, either in the morning or in the afternoon, and upon reaching school they shall go directly to their seats. Ordinarily it will not be necessary that pupils leave their homes until the ringing of the first bell, thirty minutes before the opening of school.

XVII.

Every pupil whose general average in scholarship, deportment and attendance is, on examination, 90 or over (100 being the maximum), shall be promoted to the next higher grade with HONOR; an average of 80 or over and under 90, entitles the pupil to promotion to the next higher grade with CREDIT; an average of 70 and under 80 merely passes the pupil to the next higher grade; pupils who fall below 70 as a general average, on examination, are not promoted, but fall back into the same grade through which they have just passed. In grading pupils under this rule, scholarship, deportment and attendance shall be considered separately.

XVIII.

Any unnecessary communication between the boys and girls either at school or on the way to or from school is strictly forbidden, and courting, gallanting or passing notes between boys and girls will be punished by suspension or expulsion.

XIX.

There shall be but one examination each year, at the close of each session, except when a book is completed, at which time the class may pass its final examination.

XX.

DUTIES OF TEACHERS.

To be in their respective rooms thirty minutes before the opening of each session, morning and evening.

To maintain good order and thorough discipline, observing strictly the prescribed course of study and text-books, and to devote themselves during school hours exclusively to their duties.

To keep in a register the name, age and attendance of each pupil, and to report to the Superintendent at the end of each month, such details as are given on blanks furnished for that purpose.

To make themselves familiar with all the school regulations, and to read from time to time to their pupils so much of the same as will give them an understanding of the rules by which they are governed.

To send information to the Superintendent whenever detained by sickness or other causes in time for him to obtain a substitute.

It shall be the duty of any teacher who may chance to witness the misconduct of pupils, other than their own, belonging to the Graded School, to call the same to order, and insist on obedience to the school rules, provided that the teacher of such pupils is not present.

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